

# Legal and Compliance Department Intern



**Position Start Date:** 06/01/2021

**Position End Date:** 09/03/2021

## **Position Available**

- |  |   |
|--|---|
| <input type="checkbox"/> Attorney              | <input type="checkbox"/> Fellowship         |
| <input type="checkbox"/> Law Clerk             | <input type="checkbox"/> Student Employment |
| <input type="checkbox"/> Judicial Clerkship    | <input type="checkbox"/> Associate          |
| <input type="checkbox"/> Judicial Externship   | <input type="checkbox"/> Other: _____       |
| <input checked="" type="checkbox"/> Internship |   |

## **Schedule**

- |   |                                       |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Fall         |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Temporary    |
| <input checked="" type="checkbox"/> Summer    | <input type="checkbox"/> Permanent    |
| <input type="checkbox"/> Spring               | <input type="checkbox"/> Other: _____ |

## **Class Year/Experience Level**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> 1L         | <input checked="" type="checkbox"/> 3L Evening |
| <input checked="" type="checkbox"/> 1L Evening | <input type="checkbox"/> 4L                    |
| <input checked="" type="checkbox"/> 2L         | <input type="checkbox"/> Graduate              |
| <input checked="" type="checkbox"/> 2L Evening | <input type="checkbox"/> LLM                   |
| <input checked="" type="checkbox"/> 3L         | <input type="checkbox"/> Other: _____          |

## **Salary**

- |  |                                     |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Unpaid | <input type="checkbox"/> Yearly     |
| <input type="checkbox"/> Hourly            | <input type="checkbox"/> Negotiable |
| <input type="checkbox"/> Monthly           | <input type="checkbox"/> Other      |

## **Application Materials to Submit**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Resume       | <input type="checkbox"/> Unofficial Transcript |
| <input checked="" type="checkbox"/> Cover Letter | <input type="checkbox"/> References            |
| <input type="checkbox"/> Writing Sample          | <input type="checkbox"/> Other: _____          |

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## How should Application Materials Be Submitted? \*

Please submit your resume and a cover letter to \_\_\_\_\_ Staff Attorney, Vanessa R. Colletti at  
\_\_\_\_\_ vcolletti@catholiccharities.net for consideration.

## Catholic Charities of the Archdiocese of Chicago Legal Internship

### Division of Legal and Compliance Services

#### Description:

Catholic Charities is a 501(c)(3) not-for-profit corporation and provides a wide variety of social services in Cook and Lake Counties. Catholic Charities' in-house legal department is seeking a motivated and organized law student for an internship. Excellent research, writing and interpersonal skills are required.

This internship will provide practical experience working closely with attorneys, paralegals and other professional staff in an in-house legal department. Law student interns may have the opportunity to gain experience in legal research and writing, drafting of legal documents, and court filings. Interns will work closely with in-house counsel on a variety of corporate law, litigation, employment and real estate issues.

The Catholic Charities office is located at 721 N. LaSalle Street, Chicago and is easily accessible via public transportation. "Catholic Charities will discuss the possibility of a hybrid (telecommuting/in-office) arrangement due to the COVID-19 pandemic with the selected intern(s)."

If you are interested in this internship opportunity, please submit your resume and a cover letter indicating the hours you are available to work to \_\_\_\_\_ Staff Attorney, Vanessa R. Colletti at  
\_\_\_\_\_ vcolletti@catholiccharities.net for consideration.